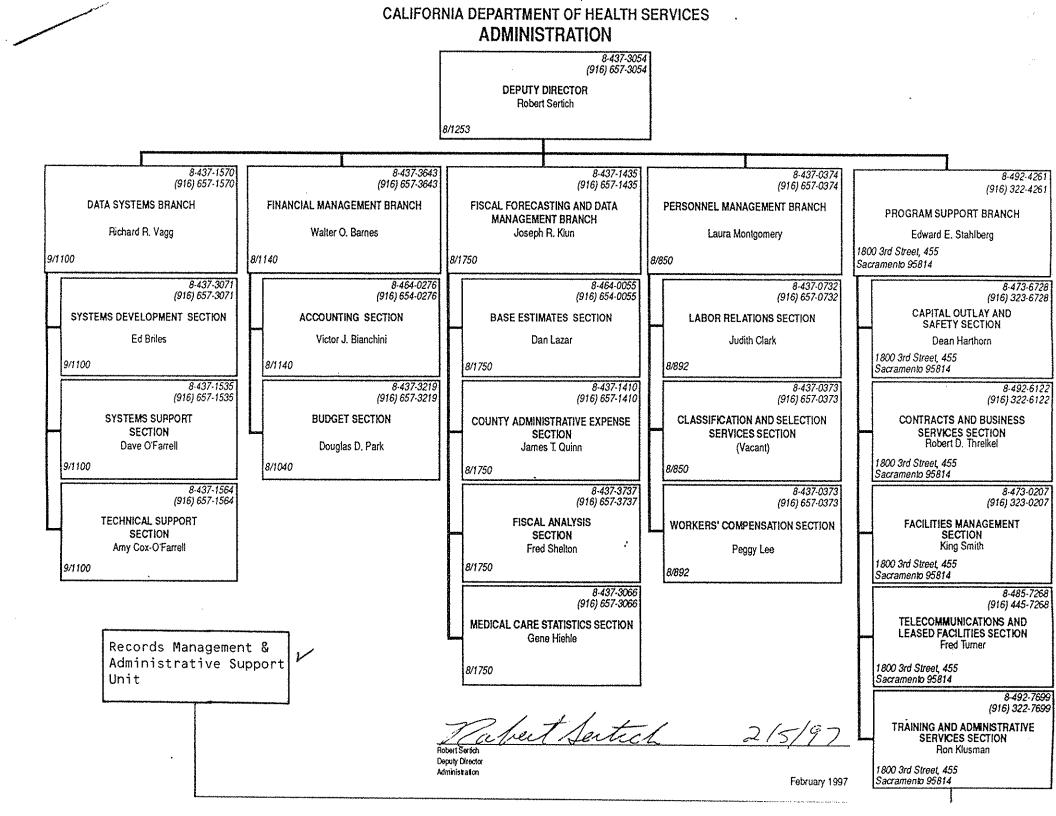
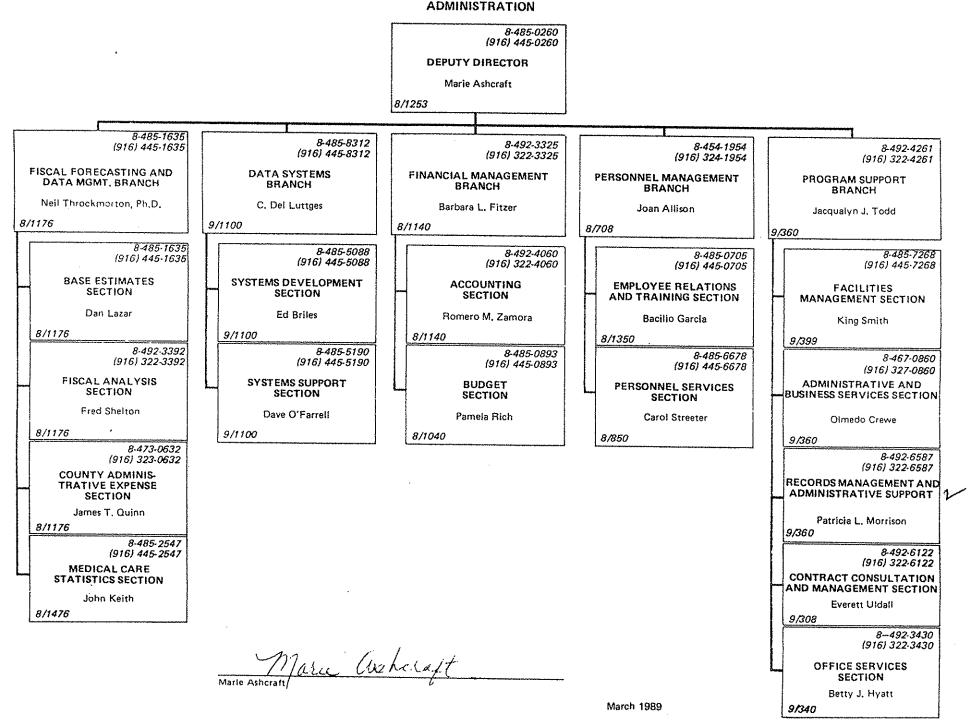
APPROVAL REQUES	OE31			
STD. 72 (REV. 7-92) FMC		Health Services	M IN	THE PROPERTY OF THE PROPERTY O
		DIVISION, BUREAU OR OTHER UNIT Admin Div, PSB, Re	Necords Mgmt & Admin	n Support Unit
Submit three cople: Records Retenti	Submit three copies with three copies of the Records Retention Schedule, STD. 73.	treet,	Rm 455, Sacramento	Topo y
TO: DEPARTMENT O OFFICE OF INFO	DEPARTMENT OF GENERAL SERVICES OFFICE OF INFORMATION SERVICES	CHECK THE APPROPRIATE BOX: (2) New schedule of rec	ords that have never been sch	IE APPROPRIATE BOX:  New schedule of records that have never been scheduled. (Complete boxes 5 - 8.)
1500 5th Street, Room 116 Sacramento, CA 95814 (o	1500 5th Street, Room 116 Sacramento, CA 95814 (or IMS C-39)	(3) X Revising a previous (A new approval nur	Revising a previous schedule. (Complete boxes 5 - (A new approval number will be assigned.)	12.)
(916) 445-2294 or	(916) 445-2294 or CALNET 485-2294	(4) Amending some pages of a pr	evious schedule. will remain in effe	(Complete boxes 8 - 12.)
NEW SCHEDULE	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schodule)
INFORMATION (If applicable)	н97-019	6-11-97	<b>∞</b>	47
PREVIOUS SCHEDULE	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED
(If applicable)	165	891-48	48-77-11	7
PART I AGENCY STATEMENTS	ATEMENTS	es establishment de la companya de l		
As the program n the attached sche the State Adminis schedule) that all	As the program manager (or person authorized to sign for the program manager) directly responsible for the attached schedule, I certify that all records are listed, that I have reviewed the need for the records,(person the State Administrative Manual) that each retention period is necessary and correct as scheduled, and schedule) that all items on the previous schedule have been accounted for.	d to sign for the program n are listed, that I have revie ention period is necessary ile have been accounted to	nanager) directly responsib wed the need for the recor and correct as scheduled, vr.	le for the records listed on ds,(per Section 1611 of and (for a revised
(13) SIGNATURE-MANAGER DIR	SIGNATURE -MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS	s (14) TITLE Chief,	RMAS	(15) DATE SIGNED  // - /8 - 9 7
U In accordance with General Services all the factors liste	U In accordance with Government Code 14755, approval of the attached Records Retention Schedule by General Services is hereby requested. Retention periods have been established by this agency after a all the factors listed in Section 1667 of the State Administrative Manual.	pproval of the attached Re on periods have been esta Administrative Manual.	14755, approval of the attached Records Retention Schedule by Retention periods have been established by this agency after a the State Administrative Manual.	by the Department of r a careful evaluation of
I hereby certify that disposal of records.	I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to disposal of records. (Per Section 1611 of the State Administrative Manual.)	shalf of the head of this ago tate Administrative Manua	ency in matters pertaining t !)	to the retention and
(16) SIGNATURE—RECORDS MANAGEMENT	N Herry MALYST	Chief,	f, RMAS	
(18) NAME (Prifiled or Typed) Joan M.	Hironaka	(19) TELEPHONE 323-4230	PHONE (4230)	20  DATE SIGNED $ -1  - 1 $
PART II DEPARTMEN (21) SIGNATURE - DISCONSULT.	DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)  RE-OS-CONSULTANT  RE-OS-C	APPROVAL (Per Governn	NOVAL NUMBER	
(23) TIPLE PRO ON ALL	The max Consulton	(24) DATE	SIGNED SIGNED	And the second s
CHIVAL	TION (Per	t Code Section 14755)		
THE ATTACHED RECO	THE ATTACHED RECORDS RETENTION SCHEDULE:	Ü		y essenti
(25) Contains no mate Archives	Contains no material subject to further review by the California State Archives	y the California State		
Contains material Archives" may not State (Per Section	Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)	ams stamped "Hold/Notify noe by the Secretary of rative Manual")		
27) SONATURE CHIEF OF ARCHIVES	EVES	(28) DATE	1 5:00	
X	S. Fes	<b>!</b>	85	200 Cm
,				



# CALIFORNIA DEPARTMENT OF HEALTH SERVICES



STD. 7

DEPARTMENT (1)	SCHEDULE NUMBER (2)	DATE (3)
DHS GS 85456	Н97-019	6-11-97
ORGANIZATIONAL UNIT Program Support Branch, Admin Support Unit	PAGE 1	OF PAGES (4)
ADDRESS (Number Street Street City) 1800 3rd Street, Rm 455, Sacramento	DEPARTMENT OF GENERAL SE	RVICES APPROVAL NUMBER (5)

See instructions on reverse and in SAM 1600	Program Suppor						5 1 cm J Jan		1 8
and in SAM 1600 1800 3rd St			Stre Ri	et AU	min Su Sacra	,	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)		
	RIPTION OF RECORDS		VITAL		RETE	NTION	·	PRA (Exempt) &	REMARKS
rems) USE ONLY	between items) 9)	G MEDIA	<b>&gt;</b> (11)	OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)	IPA (16)	(17)
PROGRAM DESCR	RIPTION								
This Record Retention Schedule (RRS) is for the Support Branch, Department of Health Services.	Records Management a This RRS is for the RM	nd A AS U	dmii nit d	nistrative only.	Support	(RMAS)	Unit of	the Train	ng and Administrative Services Section, Program
At the time of the last RRS, RMAS was a Sectio Program Support Branch.	n in the Program Suppor	t Bra	nch.	In 1989	RMAS v	ras desig	nated a U	nit under	the Training and Administrative Services Section of the
sound records management principles, while promedia products in a timely manner for Department produce and supply the best forms to accomplish the administration of the Public Records Act to pand implement departmental policy for administ prepare, process and issue departmental Delegation Administrative Manual. RMAS functions include	tecting public rights and antal staff; to provide time in necessary operations in provide for public access ration of the Information on Orders; to prepare an e:	indively, per the representation to desert the per the	ridua profe nost part tices intai	al privacy ssional, efficient mental re Act to e n the De	to provand innovand ecords; to	ide creat vative for comical r adminis	ive guida ms mana nanner; t er the de informa	nce and t gement s o develor partment tion on ir	economical management techniques and administering echnical assistance, and to produce professional quality ervices which enable the Department's programs to and implement departmental policies and procedures for al Waste Prevention and Recycling Program; to develop dividuals is not released inappropriately; to initiate, to prepare and maintain the department's Health
Unit Administration Public Records Act Requests Departmental Organizational Charts Departmental Organizational Handbool	Records Managem Recycling Program Delegation Orders/ OB-8/9 Hall Direct	Deleg	gatio		Index	I:	formatic	n Practic Iministrat	t Program es Act ive Manual
Acronyms used in this RRS: SB = Senate Bill; I ARMA = Association of Records Managers and	PRA = Public Record Ac Administrators, Inc.; SR	t; IPA C = S	= I State	nformati Record	on Practi Center; C	ces Act; RM = O	AIIM = A	Associatio ecords N	n for Information and Image Management International; lanagement; A = Active.
This RRS does not contain any "vital" records.					The state of the s		· · · · · · · · · · · · · · · · · · ·	en e	

STD. 73 (REV. 5-92)

DEPARTMENT (1)	SCHEDULE NUMBER (2)	DATE (3)
DHS GS 85456	H97-019	6-11-97
ORGANIZATIONAL UNIT Records Management & Program Support Branch, Admin Support Unit	PAGE 2	OF PAGES (
ADDRESS (Number Street City)	DEPARTMENT OF GENERAL SEF	RVICES APPROVAL NUMBER (5)

ITEM NUMBER		CALIFORNIA STATE	TITLE AND DESCRIPTION OF RECORDS	MEDIA	VITAL		RETE	NTION		PRA (Exempt)	REMARKS
(Triple spac	ns)	ARCHIVES USE ONLY	(Triple space between items)		ŧ	OFFICE	DEPT.	SRC	TOTAL	IPA	
(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
			ADMINISTRATIVE RECORDS						TOTAL PROPERTY OF THE PROPERTY		
		,	Personnel					***************************************			
1	•	Victines Notif	Affirmative Action (Plans, Policy, General Information)	P		A			A		Active till revised, rescinded or superseded.
2	<b> </b>	T 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Merit Award Suggestions	P		A+2			A+2	i va khiti ve p	Inactive when suggestion analysis complete.
3	<b> </b>		Sustained Superior Accomplishment Award	P		2	**************************************		2		
			Correspondence				***************************************			1	
4	1	Hold / Nellly Archives	Chron Files	P	war.	2	and the state of t		2		
5	4	Hold / Nelling Archives	Subject A-Z	P		2	Westport to de la		2		
6	+	Hold / Reflig Archives	Activity Reports	P		2	<u>.</u>		2		
7	+	A characteristics	Associations (AIIM, ARMA, etc.)	P		A	\$ seemanded seemand and the se		<b>A</b> -		Active til membership expires & isn't renewed.
8	<b>+</b>	Hold / Notify Archives	Conferences, Committees, Forums and Meetings	P		2			2		
											,
*Provide	otal of offi	ce and depart	mental					,			

STD. 73 (REV. 5-92)

DEPARTMENT (1)		SCHEDULE NUMBER (2)	DATE (3)	
DHS GS 854	56	н97-019	6-11-	-97
Program Support Branch, Records Management Admin Support Unit	&	PAGE 3	o⊧ 8	PAGES (4
	City)	DEPARTMENT OF GENERAL	AL SERVICES APPROVAL I	NUMBER (5)

ITEM		CALIFORNIA STATE	TITLE AND DESCRIPTION OF RECORDS	4	7		RETE	NTION		PRA (Exempt)	REMARKS
NUMBER (Triple space	e between	ARCHIVES	(Triple space between items)	MEDIA	VITAL	OFFICE	DEPT.	SRC	TOTAL	& IPA	REMARKS
item (6)	s) (7)	USE ONLY	(9)	1	(11)	(12)	(13)	(14)	(15)	(16)	(17)
9	1		Records Management  RMAS Records Management Handbook	P	· · · · · · · · · · · · · · · · · · ·	A			A		Active till revised, rescinded or superseded.
10	<b>+</b>		Records Retention Schedule (Std 72 & 73s)	P		A	To disconsistent of the second		A	overent to the state of the sta	Active till revised, rescinded or superseded.
11	1		Records Transfer List (Std 71)	P		A	Add an approximation of the state of the sta		A		Active till all records listed have been destroyed, retired permanently, transferred to State Archives, or when no longer needed, whichever is later.
12	<b></b>	**************************************	SRC Reference Request	P		A	44107707		A		Active till request is complete.
13	+		Records Holdings/Disposals Annual Report and Related Documents	P		3			3		Retain 3 yrs from date submitted or when no longer needed for reference or analysis, whichever is later.
14	•••• <del>•</del>	And the second s	Records Management Handbook (Old Procedure Manual)	P		A+2			A+2	· ·	Active till revised, rescinded or superseded.
15	+		Forms Management Forms Management	P		A			A		Active till revised, rescinded or superseded.
16	<b>↓</b>	Hoke / Notify Archivon	Recycling Program  Recycling Program Policy File	P		A	The state of the s		A		Active till revised, rescinded or superseded.

STD. 73 (REV. 5-92)

DEPARTMENT (1)	SCHEDULE NUMBER (2)	DATE (3)	
DHS GS 85456	<u>H97-019</u>	6-11-97	
ORGANIZATIONAL UNIT Records Management &	PAGE	OF	PAGES
Program Support Branch, Admin Support Unit	4	. 8	
ADDRESS (Number Street City)	DEPARTMENT OF GENERAL SE	RVICES APPROVAL NUMB	ER (5)
1800 3rd Street, Rm 455, Sacramento	97.278		

ITEM	CUBIC	CALIFORNIA							The state of the s	PRA	710610
NUMBER	FEET*	STATE	TITLE AND DESCRIPTION OF RECORDS	MEDIA	VITAL		RETE	NTION		(Exempt)	REMARKS
(Tripie spac item	ıs)	ARCHIVES USE ONLY	(Triple space between Items)	1	I	OFFICE	DEPT.	SRC	TOTAL	IPA	
(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
			Equipment and Supplies								
17	1		Purchase Requisitions	P		A+6 mo		***************************************	A+6 mo		Transitive values are record as a first
• •			T dronds requisitions	1					rx+0 into		Inactive when request received.
18	<b> </b>		Repairs and Services Orders	P		A+6 mo			A+6 mo		Inactive when requests received.
			Financial								,
19	1		Budget Change Proposals	P		2			2		
20	↓		Contracts (Copies of appropriate Dept of	P		A			A		Active till revised, rescinded, or superseded.
			General Services master agreements)								*
			Legal								
		Shalat ( b) to									
21	1	Hold / Natily Archives	Bill Analysis	P		2			2	X	PRA 6254. Confidential Destruction.
			Legislation								·
	-		Legislation				i				
22	↓		Federal	P		2			2		
									***************************************		
23	↓	Hold / Reflig Archives	State	P		2			2	X	PRA 6254. Confidential Destruction.
	1			_		1.0				Δ.	1 KA 0254. Confidential Destruction.
			Policy and Procedures								
24	1	Hole / Neith	General Information	P		A			A		A ative till revised received a survey de d
۵.	*	Amheno	Soliciai mioimation	1					^		Active till revised, rescinded or superseded.
		,									
		Valuation	Regulations								
25	1	Hold / Natily Archives	State	P		A		-	A		Active till revised, rescinded or supersaded.
											and the state of supers, ucu.
"Provide t	otal of offi	ce and departr	nental	٠	_1	1	<u> </u>		1	<u> </u>	<u> </u>

STD. 73 (REV. 5-92)

DEPARTMENT (1)	SCHEDULE NUMBER (2)	DATE (3)
DHS GS 85456	н97-019	6-11-97
Program Support Branch, Records Management & Admin Support Unit	PAGE 5	OF PAGES (
ADDRESS (Number Street Street Street) 1800 3rd Street, Rm 455, Sacramento	DEPARTMENT OF GENERAL S	ERVICES APPROVAL NUMBER (5)

Title And Description of Records   Title And Description   T			and in SAM	1600	1800 3rd Str	eet.	, Ri	m 455,	Sacra	mento			07.278
Reports and Studies  Surveys  P  A+2  Active till revised, rescinded or superseded.  Current Form Masters & Related Records  Department Master Copies Forms/Charts  Current Form Masters & Related Records  Index Forms Card File (Current)  Reports Management  P  A+2  Active till revised, rescinded or superseded.  Then file purged & master retained as reference.  Index Forms Card File (Current)  P  A  A  Active till revised, rescinded or superseded.  Then file purged & master retained as reference.  SB 1898 Form Review Records  Records Management  Records Management  A  A  Active till revised, rescinded or superseded.  Then purged & master retained as reference.  Records Management  A  A  Active till revised, rescinded or superseded.  Then purged & master retained as reference.  Records Management  A  A  A  A  A  A  A  A  A  A  A  A  A			STATE	TITLE AND DESCRIPT	ION OF RECORDS	DIA	TAL		RETE	NOITH		PRA (Exempt)	REMARKS
Reports and Studies  Surveys  P  A+2  Active till revised, rescinded or superseded.  Current Form Masters & Related Records  Department Master Copies Forms/Charts  Active till revised, rescinded or superseded.  Then file purged & master retained as reference.  BB 1898 Form Review Records  P  A  Active till revised, rescinded or superseded.  Then purged & master retained as reference.  BB 1898 Form Review Records  P  A  Active till revised, rescinded or superseded.  Then purged & master retained as reference.  Records Management  Active till revised, rescinded or superseded.  Then purged & master retained as reference.				(Triple space bet	ween items)	=	5	OFFICE	DEPT.	SRC	TOTAL	IPA	·
26   1   Surveys   P   2   2   2   2   2   2   2   2   2			(8)	(9)		(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
PROGRAM RECORDS Forms Management  Department Master Copies Forms/Charts  F A+2  Active till revised, rescinded or superseded.  Active till revised, rescinded or superseded.  Then file purged & master retained as reference.  Index Forms Card File (Current)  P A  Active till revised, rescinded or superseded.  Then file purged & master retained as reference.  BISB 1898 Form Review Records  P 4  Records Management  Records Holdings/disposals Annual Report and Related Documents  P 3  Retain 3 yrs from date submitted or when no longer needed for reference/analysis, whichever is later.	26	1				P		2			2		
Forms Management   Forms Management   Part   Part	27	<b> </b>	e e	Records Management Fe	easibility Studies	P		A+2	***************************************		A+2		Inactive when study complete.
29   15   Current Form Masters & Related Records   P   A   Active till revised, rescinded or superseded. Then file purged & master retained as reference.  30   1   Index Forms Card File (Current)   P   A   Active till revised, rescinded or superseded. Then file purged & master retained as reference.  31   1   SB 1898 Form Review Records   P   4   4   Records Management  32   3   Records Holdings/disposals Annual Report and Related Documents   P   3   3   Retain 3 yrs from date submitted or when no longer needed for reference/analysis, whichever is later.			West and a second secon		<u>s</u>		**************************************				, , , , , , , , , , , , , , , , , , ,	AL MANAMANAN E.	
Then file purged & master retained as reference.  Index Forms Card File (Current)  P A A Active till revised, rescinded or superseded. Then purged & master retained as reference.  SB 1898 Form Review Records  P 4  Records Management  Records Holdings/disposals Annual Report and Related Documents  P 3 3 Retain 3 yrs from date submitted or when no longer needed for reference/analysis, whichever is later.	28	2		Department Master Cop	ies Forms/Charts	F		A+2			A+2		Active till revised, rescinded or superseded.
31 1 SB 1898 Form Review Records P 4 4 4 A Records Management  Records Holdings/disposals Annual Report and Related Documents  P 3 3 Retain 3 yrs from date submitted or when no longer needed for reference/analysis, whichever is later.	29	15		Current Form Masters &	Related Records	P		A			A		
Records Management  Records Holdings/disposals Annual Report and Related Documents  P  3  Retain 3 yrs from date submitted or when no longer needed for reference/analysis, whichever is later.	30	1		Index Forms Card File (	Current)	P		A			A		
Records Holdings/disposals Annual Report and Related Documents  Retain 3 yrs from date submitted or when no longer needed for reference/analysis, whichever is later.	31	1		SB 1898 Form Review	Records	P		4			4		
and Related Documents  needed for reference/analysis, whichever is later.												-	
*Provide total of office and departmental	32	3				P	11111111111111111111111111111111111111	3			3	111111111111111111111111111111111111111	Retain 3 yrs from date submitted or when no longer needed for reference/analysis, whichever is later.
	*Provide t	otal of off	ice and depart	mental					,				

STD. 73 (REV. 5-92)

DEPARTMENT (1)	SCHEDULE NUMBER (2)	DATE (3)
DHS GS 85456	H97-019	6-11-97
Program Support Branch, Admin Support Unit	PAGE 6	OF PAGES (
ADDRESS (Number Street Rm 455, Sacramento	DEPARTMENT OF GENERAL SE	RVICES APPROVAL NUMBER (5)

				1000 314 361			/	OG OT GI				<u> </u>
ITEM NUMBER	NUMBER FEET * STATE  (Triple space between ARCHIVES		TITLE AND DESCRIPTION OF RECORDS  (Triple space between items)		MEDIA	VITAL	RETENTION		PRA (Exempt) &	REMARKS		
(Triple spac					3	7	OFFICE	DEPT.	SRC	SRC TOTAL		
(6)	ns)   (7)	USE ONLY	(9)		(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
33	——————————————————————————————————————		Authorization for Record	s Destruction	P		4			4		Retain 4 yrs from date destruction authorized, or when no longer needed for reference/analysis, whichever is later.
34	3	ment of contract of the contra	Record Retention Schedu (Std 72 & 73s)	ıles - Copies	P	- T-V-Besseler 1444-1846	A			A		Active till revised, rescinded or superseded. Then retain for research/analysis.
35	<b>*</b>		Records Management Eq	uipment Requests	P		5			5		
36	3		Record Transfer Lists (St	td 71)	P		A	***************************************		A		Active till all records listed have been destroyed, retired permanently, transferred to State Archives, or when no longer needed, whichever is later.
37	<b>+</b>		State Record Center Refe	erence Request	P		7			1		•
38	<b>+</b>		Record Transport Reque (DHS 2212s)	sts	P		2	******		2		
39	1		SRC Record Holdings		С		3	The state of the s		3		Retain 3 yrs or until no longer needed for research/analysis, whichever is later.
40			Confidential Records De (ORM 28s)	struction Request	P		2		4	2		Retain 3 yrs or until no longer needed for research/analysis, whichever is later.
*Provide	total of off	ice and depart	mental									

STD. 73 (REV. 5-92)

	,						
DEPARTMENT (1)			SCHEDULE NU	JMBER (2)	DATE (3)	)	
DHS	GS 8	35456	H97-	019	6-	11-97	
organizational unit Program Support Branch,	Records Managemer Admin Support Uni		PAGE	7	OF .	8	PAGES (4)
ADDRESS (Number Street		City)	DEPARTMENT	OF GENERAL SE	RVICES APPRO	VAL NUMBE	R (5)
1800 3rd Street, Rm 4	55, Sacramento	*	in any o	778			

and in SAM 1600				1800 3rd Street, Rm 455, Sacramento								87 978	
ITEM NUMBER (Triple space	FEET *	CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPT		MEDIA	RETENTION (Exempt)			REMARKS				
item (6)		USE ONLY	(Triple space between items) (9)		1 I	(11)		DEPT. (13)	SRC (14)	TOTAL (15)	(16)	(17)	
41	2	Hold / Natily	Health Administrative M Administrative Manual - and Masters  Delegation Orders		P	AND THE PROPERTY OF THE PROPER	A+2			A+2		Active till revised, rescinded or superseded. Retain working papers 2 yrs after master is printed.	
42	1	Mold / NeAlly Architect	Delegation Orders & Act	ion Memos	P		A			A		Active till revised, rescinded or superseded.	
43	1	Hold / Notiry Archives	Obsolete Delegation Ord	ers	p		3			3		Retain 3 yrs or until no longer needed for research/analysis, whichever is later.	
44	<b> </b>	Hold / Medliy Analiyes	Information Practices Ac	<u>t</u>	P		3	a de la constantino		3		Retain 3 yrs or until no longer needed for research/analysis, whichever is later.	
45	2	Hold / Nothy Archives	Departmental Organization Departmental Organization Organization Plans		P		A			A		Active till revised, rescinded or superseded, or until no longer needed for research, whichever is later.	
Total	47 Cub	ic Feet						- deposit of the second					
*Provide to	*Provide total of office and departmental												

STD. 73 (REV. 5-92)

DEPARTMENT (1)	SCHEDULE NUMBER (2)	DATE (3)	
DHS GS 85456	H97-019	6-11-97	
Program Support Branch, Admin Support Unit	PAGE 8	o <del>F</del> 8	PAGES (4)
ADDRESS (Number Street Street Street)  1800 3rd Street, Rm 455, Sacramento	DEPARTMENT OF GENERAL S	ERVICES APPROVAL NUMBER	i (5)

	Sec	ADDRESS (Number Street City)							O O			
		and in SAM	1800 3rd Street, Rm 455, Sacramento							"	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	
ITEM NUMBER (Triple space	FEET *	CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS  (Triple space between items)			VITAL	OFFICE	RETENTION  OFFICE DEPT. SRC TOTAL			PRA (Exempt) & IPA	REMARKS
(6)	s) (7)	USE ONLY	(9)		(10)		(12)	(13)	SRC (14)	TOTAL (15)	(16)	(17)
	is a recon		hanges made between the	old RMAS Record	Reten	tion :	Schedule	(89-169)	and the	new sche		
200444	114222007	ľ.										
OLD	NEV	<u>Y</u>	<u>OLD</u>	<u>NEW</u>			<u>01</u>	D NI	w	**************************************		
TRN	19 20 21 21 22 23 NO 1 45 45 45 45 G - Reco	LONGER KE  ds now main  rds now mair  6, 28, 29, 37,	30 31 32 33 34 35 36 PT 37 38 39 40 tained by the Training and tained by the Training Un	nit of TASS.		ecti	41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56	42 29 KI 30 KI 38 40 44 34 35 36 33	PT FOR	REFERI	INCE OI	ULY
*Provide to	tal of offi	e and departm	i sental					ľ				
- I V VIO TO	tai vi Villi	o and departin	(estable			Ь	1	<u> </u>	L	<u> </u>	<u> </u>	